

SUICIDE FATALITY CASE REVIEW PROTOCOL

1. The purpose of Committee to Review Suicide Fatality (CRSF), established as a committee of the Director Health and Human Services in NRS 439.5102, is to study the incidence and causes of death from suicides in NV.
2. Members of the CRSF are required to sign a confidentiality agreement that prohibits any unauthorized dissemination of information beyond the purpose of the review process as a condition of membership.
3. The meetings and records of the CRSF shall be exempt from the provisions of NRS 241.
4. Records of the CRSF, including testimony by persons participating in or appearing before the CRSF and deliberations relating to the review of any death/s, shall be confidential and privileged and shall be protected from direct or indirect means of discovery, subpoena, or admission into evidence in any judicial or administrative proceeding.
5. Information, documents, or records otherwise available from original sources shall not be construed as immune from discovery from the original sources or used in any such civil or administrative action merely because they were presented to the CRSF, and any person who appears before the CRSF or supplies information as part of a CRSF review, or who is a member of the CRSF, may not be prevented from testifying as to matters within his or her knowledge, but such witness may not be asked about his or her statements before the CRSF, participation as a member of the CRSF, or opinions formed by him or her or any other member of the CRSF, as a result of participation in a review conducted by the CRSF.
6. For each case reviewed, the committee will complete a data collection tool to capture basic statistics for tracking and reporting information on cases reviewed. This tool will also track recommendations for improvement. The data collection tool is attached in Appendix A of this document.
7. Written materials generated from the meeting such as case summaries or notes pertaining to the case/s will be collected and destroyed at the end of the meeting.
8. Use of recording equipment during meetings or in conducting the business of the CRSF is allowed during case reviews.
9. Once the Co-Chairs or members of the CRSF has identified a death/s for review, the CRSF Chairperson, Co-Chairperson or Staff Assistant will send any available case specific information to members of the CRSF via encrypted e-mail. Email will be identified as "Confidential" and marked as do not forward prior to a review at a CRSF hearing. Committee members are reminded of the confidentiality requirements apply to this data and must be secured at all times. The e-mail may contain, the following information: name of victim/s, name of facility or address of residence where death occurred, name of the providers as relevant, the deceased's date of birth, Medicaid number, driver's license number, social security number and cause of death.

10. Individual members of the CRSF will gather relevant information for discussion at the SFRC meeting from their respective organizations describing their involvement with the individual/s prior to death from suicide.
11. The agency that has had the most involvement with the individual/s prior to death are asked to take the lead in presenting the relevant facts and information at the CRSF meeting.
12. The CRSF may invite non-member guests to observe and participate in a review. Invited guests shall be required to sign a confidentiality agreement prior to participating.
13. The CRSF may consult and collaborate with the existing fatality review committees as appropriate and subject to confidentiality requirements.
14. Upon completion of a full review of a death/s, members of the CRSF will review the facts and information gathered and make recommendations to strengthen policy, practice, and or services that can be realistically implemented, promote collaboration among service providers and reduce preventable deaths from suicide in all ages.
15. The CRSF shall report at least annually to the Director of Health and Human Services , on or before the first day of September, beginning September 1, 2014, describing any trends and patterns of deaths or serious injuries or risk factors together with any recommendations for changes in law, policy, and practice that will reduce suicide deaths and related serious injuries. The CRSF may also issue special reports when doing so is necessary to alert authorities or the public to the need for prompt corrective action.
16. The CRSF's reports shall not include any private or privileged information.
17. Each CRSF member representing a discipline or agency may designate an alternate member from their discipline or agency and will ensure that one member will be present at every meeting.